

# **The Maine HOUSSE**

**High Objective Uniform State Standard of Evaluation**



## **CONTENT KNOWLEDGE RUBRICS**

Maine Department of Education  
April 2004



**MAINE HOUSSE**  
**Content Knowledge Rubric**  
High Objective Uniform State Standard of Evaluation

**INSTRUCTIONS FOR COMPLETING THE MAINE HOUSSE**

1. Select the appropriate HOUSSE rubric(s) #1, #2, and/or #3 that match your current teaching assignment(s).
  2. Complete one rubric for EACH core content/subject you are assigned to teach.
    - For Elementary, complete one rubric for the combined elementary subjects. Within that one rubric, you will provide evidence across the four elementary core curricula: English, reading, or language arts; mathematics; science; AND social studies.
    - For Elementary specialists, one rubric must be completed for the specialty area *if that is your only content assignment*. (e.g., reading or math). You do not need to provide evidence in the other elementary core curricula if you do not provide direct instruction in those areas.
    - For Middle level social studies, complete one rubric for social studies as the core subject, unless the middle level assignments in the area of social studies are broken out into discrete teaching assignments of history, geography, economics, or civics/government. In that case, *NCLBA* requires a separate rubric for each.
    - For Middle and Secondary level science, complete one rubric for general science as the core subject, unless the Middle or Secondary level assignments are broken out into life science and physical science. In that case, *NCLBA* requires a separate rubric for each.
    - For Middle, Secondary, K-12, ESL, Alternative Education, Bilingual, and Specialist teachers, complete one rubric for each core subject taught.
  3. Provide descriptions of the evidence you are putting forth for years of teaching experience (Column A), Coursework and Assessments (Column B), Professional Development Activities (Column C), Service to the Content Area (Column D) and/or Awards, Recognition and Scholarship (Column E) on the attached rubric worksheets.

*Evidence must be provided in at least 3 of the 5 categories (columns). However, please note that one professional development activity, or one course of study, may satisfy two related content areas. For example, if you teach math and science, you must complete one rubric for math and a second rubric for science, but your participation in a professional development activity related to both math and science may be applied to both rubrics (points for each rubric).*
  4. Assign the appropriate points to the evidence you have provided as indicated on the rubric and worksheets.
  5. Attach documentation to support the evidence presented. \*
- Acceptable evidence includes: copies of college transcripts, statements of employment, teacher action plans, copies of certificates/endorsements, score reports for state tests, resume, letters of recognition/ acknowledgement, statements of participation, Remember this is a self-reporting activity – you are responsible for providing the evidence.

\* *In view of the time required to compile documents to support evidence presented, Teachers completing HOUSSE between April and June 2004 will: 1) Complete HOUSSE Rubric and Worksheets. 2) Submit these two documents to LEA "HQT" Official, 3) Compile supporting documents between June and September 2004 (if necessary). And 4) Re-submit HOUSSE package (Rubric, and Worksheets, with documentation) to LEA "HQT" Official by 9/1/04.*

**Instructions continued on next page ►**

*Instructions for Completing the Maine HOUSSE*

## **Instructions for Completing the Maine HOUSSE**

### **CONTINUED**

6. Total the points in the “Point Summary Box” on the last page of the rubric/worksheets. (You must achieve 100 points total for EACH rubric you complete in order to meet the “Highly Qualified” requirement.
7. If you achieve 100 points, sign the *Statement of Assurance Form* and attach it to the rubric worksheets and documentation package you have created.

If you do not achieve 100 points:

- a. You must complete a *Statement of Action Form* describing actions to be undertaken in any of the five rubric categories which will move you to 100 points by August 31, 2006. Sign the *Statement of Action* and attach it to your rubric worksheets and documentation package.
- b. The HOUSSE rubric and the action plan must be updated annually until the 100-point total is achieved.
- c. Teachers in rural school districts may have additional time to become “Highly Qualified.” Those who are “Highly Qualified” in one content area have until August 31, 2007, to meet the requirements in other core content areas they teach. \*

8. Submit the forms, rubric worksheets and documentation package to the designated *NCLB* “Highly Qualified Teacher” official (this may be your building principal, support team chair, or other LEA-designated official). Do not submit forms or related information to the Maine Department of Education. When you have met the “Highly Qualified” requirement, you will receive a document signed by your local “HQT” official which verifies your “Highly Qualified” status in your teaching assignment(s). \*

9. Keep a copy of rubrics, rubric worksheets, forms, and all other related documents for your own personal/professional record.

*If your teaching assignment changes, the “Highly Qualified” requirement must be met for each new core content area taught.*

\* A listing of rural schools is available at the Maine Department of Education website, under “*NCLB* Highly Qualified Teacher information.”  
<http://www.maine.gov/education/>

\* You will receive verification of your “Highly Qualified” status from your local “HQT” official when your package, including all required documentation is complete.

**MAINE HOUSSE RUBRIC #1**  
**High Objective Uniform State Standard of Evaluation**

**Elementary Self-contained and Elementary Special Education (K-8),**  
**Elementary Core Curriculum – includes Reading; English or Language Arts; Mathematics; Science; and Social Studies**  
(Evidence must be provided in each of these subjects)

**Name:** \_\_\_\_\_ **Teaching Assignment** \_\_\_\_\_  
**School System** \_\_\_\_\_ **School** \_\_\_\_\_

<b>A. Years of Teaching Experience in the Content Area</b>	<b>B. College Level Coursework in the Content Area and Content Assessments</b>	<b>C. Professional Development Activities related to the Elementary Content *</b>	<b>D. Service to the Content Area and Presentations*</b>	<b>E. Awards, Recognition and Scholarship in the Content Area *</b>
<i>Experience must be in elementary school</i>	<ol style="list-style-type: none"> <li><i>Courses must be content specific in:</i> <ol style="list-style-type: none"> <li>reading/language arts,</li> <li>mathematics,</li> <li>science,</li> <li>social studies</li> </ol> </li> <li>Courses may have an EDU, SED, liberal arts or appropriate content area prefix</li> <li>Courses must be specific to content and may include content methods courses</li> <li>Courses can be from an accredited 2-year and/or 4-year college or university</li> <li>Student teaching in Early Childhood, Elementary or Special Education - <b><u>5 points</u></b>*</li> <li>National Teacher Exam in the content area - <b><u>10 points</u></b>*</li> </ol>	<i>Must be content specific to endorsement:</i> <ol style="list-style-type: none"> <li>Academic Club Sponsor - <b><u>3 points</u></b></li> <li>Participation with on-site accreditation visitation team to educational institution (K-16) - <b><u>3 points</u></b></li> <li>Work with mentor/support team (mentee) - <b><u>3 points</u></b></li> <li>Curriculum-specific training, internships, study trips, research, fellowships, content specific IEP and student plans training - <b><u>3 points</u></b></li> <li>Attendance at regional, state, or national conferences - <b><u>2 points</u></b></li> <li>Participation in local or state content area workshops (Maine Learning Results, Common Core, Networks, Maine Learning Technology Initiative, Maine Support Network) - <b><u>2 points</u></b></li> </ol>	<i>Must be content specific to endorsement:</i> <ol style="list-style-type: none"> <li>Team leader/Dept chair</li> <li>Mentor teacher</li> <li>Cooperating teacher for student teacher</li> <li>Officer in a regional, state or national professional educational organization (content area)</li> <li>Content area instructor at a center for higher learning</li> <li>Serve on a local, state, or national committee to develop, select, evaluate or validate content standards, curriculum or assessments</li> <li>Content area presentations at district level</li> <li>Conference workshop presenter (local, regional, national)</li> <li>Participant in state or national level stakeholders group</li> </ol>	<i>Must be content specific to endorsement:</i> <ol style="list-style-type: none"> <li>Teacher awards: District, state or professional association <i>Teacher of the Year</i> award (or finalist)</li> <li>National Recognition: <i>Presidential Award Winner for Excellence in Mathematics or Science; Milken Distinguished Educator Award Winner; Christa McAuliffe Fellowship; Disney Teacher of the Year, Fulbright</i>, or other (or finalist)</li> <li>Advanced degree (education related)</li> <li>Juried publication in regional, state or national journal</li> <li>DOE Distinguished Educator</li> </ol>

**\*Attach supporting documentation.**

**MAINE HOUSSE RUBRIC #1 – CONTINUED**

Name \_\_\_\_\_

A. Years of Teaching Experience in the Content Area	B. College Level Coursework in the Content Area and Content Assessments *	C. Professional Development Activities related to the Elementary Content *	D. Service to the Content Area and Presentations*	E. Awards, Recognition and Scholarship in the Content Area **
	7. Advanced credential (master teacher certification) - <b><u>3 points</u></b> 8. Institutes - math/science; reading/writing, etc. - <b><u>3 points</u></b> *	7. Maine Educational Assessment or PAAP scorer, table leader, content development committee - <b><u>2 points</u></b> 8. Independent study (school improvement/re-certification - <b><u>2 points</u></b> 9. Sabbaticals - <b><u>2 points</u></b> 10. Local grant writer, recipient or reviewer - <b><u>2 points</u></b> 11. Membership in regional, state or national professional (content area) organization - <b><u>1 point per organization membership</u></b>	10. Local, regional, state school improvement committee 11. Statewide coalition 12. State or national grant writer, recipient or reviewer 13. Webmaster, writer, editor or reviewer of professional publication or textbooks 14. Community service to the content 15. Maine Learning Technology Initiative content trainer (local, regional or statewide) 16. Academic competition judge 17. After school program teaching/tutoring 18. Academic coaching and/or enrichment 19. Service on councils, governance bodies 20. Member Praxis II standard writing panel	
<b>10 points per year Maximum 50 points</b>	<b>1 point per credit hour, unless otherwise noted</b>	<b>1, 2 or 3 points per documented activity</b>	<b>5 point per documented service</b>	<b>10 points each per activity</b>
# Years:	# Sem. Cr. Hrs.:	# Activities	# Services	# Awards
Total Points**	Total Points**	Total Points**	Total Points**	Total Points**

\*Attach supporting documentation.

\*\* Target is 100 points from at least three columns as evidence for “Highly Qualified” status.

Grand Total \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MAINE HOUSSE RUBRIC #1 WORKSHEET**  
**Elementary Self-contained and Elementary Special Education (K-8)**

NAME: \_\_\_\_\_

<b>SECTION A</b>		
<b>Subject or Grade taught</b>	<b>Years taught</b>	<b>10 points per year Max. = 50</b>
<b>TOTAL POINTS FOR A</b>		

<b>SECTION B</b>		
<b>College level coursework in the Content Area and Content Assessments</b>		
	<b>1 point per credit hour*</b>	<b>Points Accrued</b>
1- 4. Coursework		
5. Student teaching	5 points	
6. National Teacher Exam	10 points	
7. Advanced credential	3 points	
8. Institutes	3 points	
<b>TOTAL POINTS FOR B:</b>		

**MAINE HOUSSE RUBRIC #1 WORKSHEET**  
**Elementary Self-contained and Elementary Special Education (K-8)**

NAME: \_\_\_\_\_

<b>SECTION C</b>			
<b>Professional Development Activities related to the Elementary subjects taught (must be content area specific)</b>	<b>Point Credit</b>	<b>Description of Professional Activities (attach documentation)</b>	<b>Points Accrued</b>
1. Academic Club Sponsor	3		
2. Participation in on-site accreditation visitation team to educational institution (K-16)	3		
3. Work with mentor/support group (mentee)	3		
4. Curriculum-specific training, internships, study trips, research, fellowships, content specific IEP and student plan training	3		
5. Attendance at regional, state or national conferences	2		
6. Participation in local or state content area workshops (Maine Learning Results, Common Core, Networks, Maine Learning Technology Initiative, Maine Support Network)	2		
7. Maine Educational Assessment or PAAP scorer, table leader, content development committee	2		

*Section C worksheet continued on next page ►*

**MAINE HOUSSE RUBRIC #1 WORKSHEET**  
**Elementary Self-contained and Elementary Special Education (K-8)**

NAME: \_\_\_\_\_

<b>SECTION C (continued)</b>			
<b>Professional Development Activities related to the Elementary subjects taught (must be content area specific)</b>	<b>Point Credit</b>	<b>Description of Professional Activities (attach documentation)</b>	<b>Points Accrued</b>
<b>8.</b> Independent study (school improvement/recertification)	2		
<b>9.</b> Sabbaticals	2		
<b>10.</b> Local grant writer, recipient or reviewer	2		
<b>11.</b> Membership in regional, state or national professional (content area) organization	1 point per membership		
<b>TOTAL POINTS FOR C:</b>			

**MAINE HOUSSE RUBRIC #1 WORKSHEET**  
**Elementary Self-contained and Elementary Special Education (K-8)**

NAME: \_\_\_\_\_

<b>SECTION D</b>			
<b>Service to the Content Area (must be content specific to endorsement)</b>	<b>Point Credit</b>	<b>Description of Service to the Content Area and Presentations (attach documentation))</b>	<b>Points Accrued</b>
1. Team leader/Department chairperson	5		
2. Mentor teacher	5		
3. Cooperating teacher for student teacher	5		
4. Officer in a regional, state, or national professional educational organization (content area)	5		
5. Content area instructor at a center for higher learning	5		
6. Serve on a local, state or national committee to develop, select, evaluate, or validate content standards, curriculum or assessments	5		
7. Content area presentations at district level	5		
8. Conference workshop presenter (local, state, national)	5		
9. Participant in state or national level stakeholder group	5		

*Section D worksheet continued on next page ►*

**MAINE HOUSSE RUBRIC #1 WORKSHEET**  
**Elementary Self-contained and Elementary Special Education (K-8)**

NAME: \_\_\_\_\_

<b>SECTION D (continued)</b>			
<b>Service to the Content Area (must be content specific to endorsement)</b>	<b>Point Credit</b>	<b>Description of Service to the Content Area and Presentations (attach documentation)</b>	<b>Points Accrued</b>
<b>10.</b> Local, regional, state school improvement committee	5		
<b>11.</b> Statewide coalition	5		
<b>12.</b> State or national grant writer, recipient or reviewer	5		
<b>13.</b> Webmaster, writer, editor or reviewer of professional publication or textbook	5		
<b>14.</b> Community service to the content	5		
<b>15.</b> Maine Learning Technology Initiative content trainer (local, regional or statewide)	5		
<b>16.</b> Academic competition judge	5		
<b>17.</b> After school program teaching/tutoring	5		
<b>18.</b> Academic coaching and/or enrichment	5		
<b>19.</b> Service on councils, governance board	5		
<b>20.</b> Member Praxis II standard writing panel	5		
<b>TOTAL POINTS FOR D:</b>			

**MAINE HOUSSE RUBRIC #1 WORKSHEET**  
**Elementary Self-contained and Elementary Special Education (K-8)**

NAME: \_\_\_\_\_

SECTION E			
Awards, Recognition and Scholarship in the Content Area	Point Credit	Description of Awards and Scholarship in the Content Area (attach documentation)	Points Accrued
1. <b>Teacher Awards:</b> District, state or professional association <i>Teacher of the Year</i> award (or finalist)	10		
2. <b>National Recognition:</b> <i>Presidential Award Winner for Excellence in Mathematics or Science; Milken Distinguished Educator Award Winner; Christa McAuliffe Fellowship; Disney Teacher of the Year, Fulbright, or other</i> (or finalist)	10		
3. Advanced degree (education related)	10		
4. Juried publication in regional, state or national journal	10		
5. DOE distinguished Educator	10		
		<b>TOTAL POINTS FOR SECTION E:</b>	

POINT SUMMARY FOR RUBRIC #1	
Enter total points from each section	
SECTION A:	
SECTION B:	
SECTION C:	
SECTION D:	
SECTION E:	
<b>RUBRIC #1 TOTAL</b>	

**MAINE HOUSSE RUBRIC #2**  
**High Objective Uniform State Standard of Evaluation**

**Middle/Secondary Departmentalized and Middle/Secondary Special Education (5-12)**

Must be completed for EACH core academic subject area taught: Reading, English or Language Arts; Mathematics;  
 Science: General, Life, Physical\*; Social Studies: History, Geography, Civics/Government and Economics\*.

\*NCLBA requires separate form for each; see instructions for completing the HOUSSE.

Name: \_\_\_\_\_ Teaching Assignment \_\_\_\_\_

School System \_\_\_\_\_ School \_\_\_\_\_

A. Years of Teaching Experience in the Content Area	B. College Level Coursework in the Content Area and Content Assessments	C. Professional Development Activities related to the Content taught *	D. Service to the Content Area and Presentations*	E. Awards, Recognition and Scholarship in the Content Area *
<i>Experience must be in core academic subject area</i>	<ol style="list-style-type: none"> <li>1. Courses must be content specific to the subject area and may include content methods courses</li> <li>2. Courses may have an EDU, SED, liberal arts or appropriate content area prefix</li> <li>3. Courses can be from an accredited 2-year and/or 4-year college or university*</li> <li>4. Student teaching in the content area or Special Education - <b><u>5 points</u></b> *</li> <li>5. National Teacher Exam in the content area - <b><u>10 points</u></b> *</li> <li>6. Advanced credential (masters teacher certification – <b><u>3 points</u></b> *</li> <li>7. Institutes, Advanced Placement, Middle level content, Math/Science, Writing, etc. - <b><u>3 points</u></b> *</li> </ol>	<p><i>Must be content area specific.</i></p> <ol style="list-style-type: none"> <li>1. Academic Club Sponsor - <b><u>3 points</u></b></li> <li>2. Participation with on-site accreditation visitation team to educational institution (K-16) - <b><u>3 points</u></b></li> <li>3. Work with mentor/support team (mentee) - <b><u>3 points</u></b></li> <li>4. Curriculum specific training, internships, study trips, research and fellowships, content specific IEP and Student Plan training - <b><u>3 points</u></b></li> <li>5. Advanced Placement training - <b><u>3 points</u></b></li> <li>6. Attendance at regional, state, or national conferences - <b><u>2 points</u></b></li> <li>7. Participation in content area workshops (Maine Learning Results, Common Core, Networks, Maine Learning Technology Initiative, Maine Support Network, Advanced Placement, Promising Futures) - <b><u>2 points</u></b></li> </ol>	<p><i>Must be content specific to endorsement:</i></p> <ol style="list-style-type: none"> <li>1. Team leader/Dept. chair</li> <li>2. Mentor teacher</li> <li>3. Cooperating teacher for student teacher</li> <li>4. Officer in a regional, state or national professional educational organization (content area)</li> <li>5. Content area instructor at a center for higher learning</li> <li>6. Serve on a local, state, or national committee to develop, select, evaluate or validate content standards, curriculum or assessments</li> <li>7. Content area presentations at district level</li> <li>8. Conference workshop presenter (local, regional, national)</li> <li>9. Participant in state or national level stakeholders group</li> <li>10. Local, regional, state school improvement committee</li> </ol>	<p><i>Must be content specific to endorsement:</i></p> <ol style="list-style-type: none"> <li>1. Teacher awards: District, state or professional association <i>Teacher of the Year award</i> (or finalist)</li> <li>2. National Recognition: <i>Presidential Award Winner for Excellence in Mathematics or Science; Milken Distinguished Educator Award Winner; Christa McAuliffe Fellowship; Disney Teacher of the Year, Fulbright</i>, or other (or finalist)</li> <li>3. Advanced degree (education related)</li> <li>4. Juried publication in regional, state or national journal</li> <li>6. DOE Distinguished Educator</li> </ol>

\*Attach supporting documentation.

**MAINE HOUSSE RUBRIC #2 – CONTINUED**

Name \_\_\_\_\_

<b>A. Years of Teaching Experience in the Content Area</b>	<b>B. College Level Coursework in the Content Area and Content Assessments</b>	<b>C. Professional Development Activities related to the Content taught *</b>	<b>D. Service to the Content Area and Presentations*</b>	<b>E. Awards, Recognition and Scholarship in the Content Area *</b>
	<b>8.</b> National Content Knowledge Proficiency Test - <b><u>10 points</u></b> *	<b>8.</b> Maine Educational Assessment or PAAP scorer, table leader, content development committee - <b><u>2 points</u></b> <b>9.</b> Independent study (school improvement/re-certification) - <b><u>2 points</u></b> <b>10.</b> Sabbaticals - <b><u>2 points</u></b> <b>11.</b> Local grant writer, recipient, reviewer - <b><u>2 points</u></b> <b>12.</b> Membership in regional, state or national professional (content area) organization - <b><u>1 point per organization membership</u></b>	<b>11.</b> Statewide Coalition <b>12.</b> State or national grant writer, recipient or reviewer <b>13.</b> Webmaster, writer, editor or reviewer of professional publication or textbooks <b>14.</b> Community service to the content <b>15.</b> Maine Learning Technology Initiative content trainer (local, regional or statewide) <b>16.</b> Academic competition judge <b>17.</b> After school program teacher/tutor <b>18.</b> Academic coaching, advising and/or enrichment <b>19.</b> Service on council/governance boards <b>20.</b> Member Praxis II standard writing panel	
<b>10 points per year Maximum 50 points</b>	<b>1 point per credit hour, unless otherwise noted</b>	<b>1, 2 or 3 points per documented activity</b>	<b>5 point per documented service</b>	<b>10 points each per activity</b>
# Years:	# Sem. Cr. Hrs.:	# Activities	# Services	# Awards
Total Points**	Total Points**	Total Points**	Total Points**	Total Points**

\*Attach supporting documentation.

\*\* Target is 100 points from at least three columns as evidence for “Highly Qualified” status.

Grand Total \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MAINE HOUSSE RUBRIC #2 WORKSHEET**

**Middle/Secondary Departmentalized and Middle/Secondary Special Education (5-12)**

NAME: \_\_\_\_\_

SECTION A		
Subject or Grade taught	Years taught	10 points per year Max. = 50
TOTAL POINTS FOR A:		

SECTION B		
College level coursework in the Content Area and Content Assessments		
1- 3. Coursework	1 point per credit hour*	Points Accrued
4. Student Teaching	5 points	
5. National Teacher Exam (content area)	10 points	
6. Advanced credential	3 points	
7. Institutes	3 points	
8. National Content Knowledge Proficiency Test	10 points	
TOTAL POINTS FOR B:		

**MAINE HOUSSE RUBRIC #2 WORKSHEET**

**Middle/Secondary Departmentalized and Middle/Secondary Special Education (5-12)**

NAME: \_\_\_\_\_

<b>SECTION C</b>			
<b>Professional Development Activities related to the Elementary subjects taught (must be content area specific)</b>	<b>Point Credit</b>	<b>Description of Professional Activities (attach documentation)</b>	<b>Points Accrued</b>
1. Academic club sponsor	3		
2. Participation with on-site accreditation visitation team to educational institution (K-16	3		
3. Work with mentor/support team	3		
4. Curriculum specific training, internships, study trips, research, fellowships; content specific IEP/student plan training	3		
5. Advanced Placement training	3		
6. Attendance at regional, state or national conferences	2		
7. Participant in content area workshops (Maine Learning Results, Common Core, Networks, Maine Laptop Initiative, Maine Support Network, Advanced Placement, Promising Futures)	2		

*Section C worksheet continued on next page ►*

**MAINE HOUSSE RUBRIC #2 WORKSHEET**  
**Middle/Secondary Departmentalized and Middle/Secondary Special Education (5-12)**

NAME: \_\_\_\_\_

<b>SECTION C (continued)</b>			
<b>Professional Development Activities related to the Elementary subjects taught (must be content area specific)</b>	<b>Point Credit</b>	<b>Description of Professional Activities (attach documentation)</b>	<b>Points Accrued</b>
<b>8.</b> Maine Educational Assessment or PAAP scorer, table leader, content development committee	2		
<b>9.</b> Independent study (school improvement/recertification)	2		
<b>10.</b> Sabbaticals	2		
<b>11.</b> Local grant writer, recipient or reviewer	2		
<b>12.</b> Membership in regional, state or national professional (content area) organization	1 point per membership		
<b>TOTAL POINTS FOR C:</b>			

**MAINE HOUSSE RUBRIC #2 WORKSHEET**  
**Middle/Secondary Departmentalized and Middle/Secondary Special Education (5-12)**

NAME: \_\_\_\_\_

<b>SECTION D</b>			
<b>Service to the Content Area (must be content specific to endorsement)</b>	<b>Point Credit</b>	<b>Description of Service to the Content Area and Presentations (attach documentation)</b>	<b>Points Accrued</b>
1. Team leader/Department chairperson	5		
2. Mentor teacher	5		
3. Cooperating teacher for student teacher	5		
4. Officer in a regional, state, or national professional educational organization (content area)	5		
5. Content area instructor at a center for higher learning	5		
6. Serve on a local, state or national committee to develop, select, evaluate, or validate content	5		
7. Content area presentations at district level	5		
8. Conference workshop presenter (local, state, national)	5		
9. Participant in state level stakeholders group	5		
10. Local, regional, state school improvement committee	5		

*Section D worksheet continued on next page ►*

**MAINE HOUSSE RUBRIC #2 WORKSHEET**  
**Middle/Secondary Departmentalized and Middle/Secondary Special Education (5-12)**

NAME: \_\_\_\_\_

<b>SECTION D (continued)</b>			
<b>Service to the Content Area (must be content specific to endorsement)</b>	<b>Point Credit</b>	<b>Description of Service to the Content Area and Presentations (attach documentation)</b>	<b>Points Accrued</b>
11. Statewide Coalition	5		
12. State or national grant writer, recipient or reviewer	5		
13. Webmaster, writer, editor or reviewer of professional publication or textbooks	5		
14. Community service to the content area	5		
15. Maine Learning Technology Initiative content trainer; local, regional, statewide	5		
16. Academic competition judge	5		
17. After school program teaching /tutoring	5		
18. Academic coaching, advising and /or enrichment	5		
19. Service on councils/governance boards	5		
20. Member Praxis II standard writing panel	5		
<b>TOTAL POINTS FOR D:</b>			

**MAINE HOUSSE RUBRIC #2 WORKSHEET**  
**Middle/Secondary Departmentalized and Middle/Secondary Special Education (5-12)**

NAME: \_\_\_\_\_

SECTION E			
Awards, Recognition and Scholarship in the Content Area	Point Credit	Description of Awards and Scholarship in the Content Area (attach documentation)	Points Accrued
6. <b>Teacher Awards:</b> District, state or professional association <i>Teacher of the Year</i> award (or finalist)	10		
7. <b>National Recognition:</b> <i>Presidential Award Winner for Excellence in Mathematics or Science; Milken Distinguished Educator Award Winner; Christa McAuliffe Fellowship; Disney Teacher of the Year, Fulbright</i> , or other (or finalist)	10		
8. Advanced degree (education related)	10		
9. Juried publication in regional, state or national journal	10		
10. DOE Distinguished Educator	10		
		<b>TOTAL POINTS FOR E:</b>	

POINT SUMMARY FOR RUBRIC #2	
Enter total points from each section	
SECTION A:	
SECTION B:	
SECTION C:	
SECTION D:	
SECTION E:	
<b>RUBRIC #2 TOTAL</b>	

**MAINE HOUSSE RUBRIC #3**  
**High Objective Uniform State Standard of Evaluation**

**K-12 Content Areas Including Alternative Education, ESL, Bilingual, Foreign Language, and Visual and Performing Arts**

**Must be completed for EACH core academic subject area taught: English, Reading or Language Arts; Mathematics; Science: General, Life, Physical\*; Social Studies: Elementary; History, Geography, Civics/Government and Economics (middle/secondary)\*; Foreign Language; Visual/Performing Arts**  
***\*NCLBA requires separate form for each; see instructions for completing the HOUSSE.***

**Name:** \_\_\_\_\_ **Teaching Assignment** \_\_\_\_\_

**School System** \_\_\_\_\_ **School** \_\_\_\_\_

<b>A. Years of Teaching Experience in the Content Area</b>	<b>B. College Level Coursework in the Content Area and Content Assessments</b>	<b>C. Professional Development Activities related to the Content taught *</b>	<b>D. Service to the Content Area and Presentations*</b>	<b>E. Awards, Recognition and Scholarship in the Content Area *</b>
<b><i>Experience must be in core academic subject area</i></b>	<ol style="list-style-type: none"> <li>1. Courses must be content specific to the subject area and may include content methods courses</li> <li>2. Courses may have an EDU, SED, liberal arts prefix or other content appropriate prefix*</li> <li>3. Courses can be from an accredited 2-year and/or 4-year college or university</li> <li>4. Student teaching in the content area - <b><u>5 points</u></b></li> <li>5. National Teacher Exam in the content area - <b><u>10 points</u></b> *</li> <li>6. Advanced credential (master teacher certification) - <b><u>3 points</u></b>*</li> <li>7. Institutes – Advanced Placement, Middle Level content, Math/Science, Reading/ Writing, etc. - <b><u>3 points</u></b> *</li> </ol>	<b><i>Must be content area specific.</i></b> <ol style="list-style-type: none"> <li>1. Academic Club Sponsor - <b><u>3 points</u></b></li> <li>2. Participation with on-site accreditation visitation team to educational institution (K-16) - <b><u>3 points</u></b></li> <li>3. Work with mentor/support team (mentee) - <b><u>3 points</u></b></li> <li>4. Curriculum specific training, internships, study trips, research and fellowships, content specific IEP/student plan training - <b><u>3 points</u></b></li> <li>5. Advanced Placement Training - <b><u>3 points</u></b></li> <li>6. Attendance at regional, state, or national conferences - <b><u>2 points</u></b></li> <li>7. Participation in content area workshops (Maine Learning Results, Common Core, Networks, Maine Learning Technology Initiative, Maine Support Network, Advanced Placement and Promising Futures - <b><u>2 points</u></b></li> </ol>	<b><i>Must be content specific to endorsement:</i></b> <ol style="list-style-type: none"> <li>1. Team leader/Dept. chair</li> <li>2. Mentor teacher</li> <li>3. Cooperating teacher for student teacher</li> <li>4. Officer in a regional, state or national professional educational organization (content area)</li> <li>5. Content area instructor at a center for higher learning</li> <li>6. Serve on a local, state, or national committee to develop, select, evaluate or validate content standards, curriculum or assessments</li> <li>7. Content area presentations at district level</li> <li>8. Conference workshop presenter (local, regional, national)</li> <li>9. Participant in state or national level stakeholders group</li> <li>10. Professional Exhibitions/Performances</li> </ol>	<b><i>Must be content specific to endorsement:</i></b> <ol style="list-style-type: none"> <li>1. Teacher awards: District, state or professional association <i>Teacher of the Year</i> award (or finalist)</li> <li>2. National Recognition: <i>Presidential Award Winner for Excellence in Mathematics or Science; Milken Distinguished Educator Award Winner; Christa McAuliffe Fellowship; Disney Teacher of the Year, Fulbright</i>, or other (or finalist)</li> <li>3. Advanced degree (education related)</li> <li>4. Juried publication in regional, state or national journal</li> <li>5. DOE Distinguished Educator</li> </ol>

**\*Attach supporting documentation.**

**MAINE HOUSSE RUBRIC #3 – CONTINUED**

Name \_\_\_\_\_

A. Years of Teaching Experience in the Content Area	B. College Level Coursework in the Content Area and Content Assessments	C. Professional Development Activities related to the Content taught *	D. Service to the Content Area and Presentations*	E. Awards, Recognition and Scholarship in the Content Area *
	<b>8. National Content Knowledge Proficiency Test - <u>10 points</u> *</b>	<b>8. Maine Educational Assessment or PAAP scorer, table leader, content development committee - <u>2 points</u></b> <b>9. Independent study (school improvement/re-certification) - <u>2 points</u></b> <b>10. Sabbaticals - <u>2 points</u></b> <b>11. Local grant writer, recipient, or reviewer - <u>2 points</u></b> <b>12. Membership in regional, state or national professional (content area) organization - <u>1 point per organization membership</u></b>	<b>11. Coordinator of Youth Exhibitions/Performances</b> <b>12. Local, regional, state school improvement committee</b> <b>13. Statewide Coalition</b> <b>14. State or national grant writer, recipient or reviewer</b> <b>15. Webmaster, writer, editor or reviewer of professional publication or textbooks</b> <b>16. Community service to the content</b> <b>17. Maine Learning Technology Initiative content trainer (local, regional or statewide)</b> <b>18. Academic competition judge</b> <b>19. After school program teacher/tutor</b> <b>20. Academic coaching, advising and/or enrichment</b> <b>21. Foreign language translation (outside of school requirements)</b> <b>22. Service on councils/ governance boards</b> <b>23. Praxis II standard writing panel</b>	
<b>10 points per year Maximum 50 points</b>	<b>1 point per credit hour, unless otherwise noted</b>	<b>1, 2 or 3 points per documented activity</b>	<b>5 point per documented service</b>	<b>10 points each per activity</b>
# Years:	# Sem. Cr. Hrs.:	# Activities	# Services	# Awards
Total Points**	Total Points**	Total Points**	Total Points**	Total Points**

\*Attach supporting documentation.

\*\* Target is 100 points from at least three columns as evidence for “Highly Qualified” status.

Grand Total \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MAINE HOUSSE RUBRIC #3 WORKSHEET**

**K-12 Content Areas Including Alternative Education, ESL, Bilingual, Foreign Language, and Visual and Performing Arts**

NAME: \_\_\_\_\_

SECTION A		
Subject or Grade taught	Years taught	10 points per year Max. = 50
TOTAL POINTS FOR A:		

SECTION B		
College level coursework in the Content Area and Content Assessments		
1- 3. Coursework	1 point per credit hour*	Points Accrued
4. Student Teaching	5 points	
5. National Teacher Exam (content area)	10 points	
6. Advanced credential	3 points	
7. Institutes	3 points	
8. National Content Knowledge Proficiency Test	10 points	
TOTAL POINTS FOR B:		

**MAINE HOUSSE RUBRIC #3 WORKSHEET**

**K-12 Content Areas Including Alternative Education, ESL, Bilingual, Foreign Language, and Visual and Performing Arts**

NAME: \_\_\_\_\_

<b>SECTION C</b>			
<b>Professional Development Activities related to the Elementary subjects taught (must be content area specific)</b>	<b>Point Credit</b>	<b>Description of Professional Activities (attach documentation)</b>	<b>Points Accrued</b>
1. Academic club sponsor	3		
2. Participation with on-site accreditation visitation team to educational institution (K-16)	3		
3. Work with mentor/support team (mentee)	3		
4. Curriculum specific training, internships, study trips, research, fellowships; content specific IEP/student plan training	3		
5. Advanced Placement training	3		
6. Attendance at regional, state or national conferences	2		
7. Participant in content area workshops (Maine Learning Results, Common Core, Networks, Maine Learning Technology Initiative, Maine Support Network, Advanced Placement, Promising Futures)	2		

*Section C worksheet continued on next page ►*

**MAINE HOUSSE RUBRIC #3 WORKSHEET**

**K-12 Content Areas Including Alternative Education, ESL, Bilingual, Foreign Language, and Visual and Performing Arts**

NAME: \_\_\_\_\_

<b>SECTION C (continued)</b>			
<b>Professional Development Activities related to the Elementary subjects taught (must be content area specific)</b>	<b>Point Credit</b>	<b>Description of Professional Activities (attach documentation)</b>	<b>Points Accrued</b>
<b>8.</b> Maine Educational Assessment or PAAP scorer, table leader, content development committee	2		
<b>9.</b> Independent study (school improvement/recertification)	2		
<b>10.</b> Sabbaticals	2		
<b>11.</b> Local grant writer, recipient or reviewer	2		
<b>12.</b> Membership in regional, state or national professional (content area) organization	1 point per membership		
<b>TOTAL POINTS FOR C:</b>			

**MAINE HOUSSE RUBRIC #3 WORKSHEET**

**K-12 Content Areas Including Alternative Education, ESL, Bilingual, Foreign Language, and Visual and Performing Arts**

NAME: \_\_\_\_\_

<b>SECTION D</b>			
<b>Service to the Content Area (must be content specific to endorsement)</b>	<b>Point Credit</b>	<b>Description of Service to the Content Area and Presentations (attach documentation)</b>	<b>Points Accrued</b>
1. Team leader/Department chairperson	5		
2. Mentor teacher	5		
3. Cooperating teacher for student teacher	5		
4. Officer in a regional, state, or national professional educational organization (content area)	5		
5. Content area instructor at a center for higher learning	5		
6. Serve on a local, state or national committee to develop, select, evaluate, or validate content	5		
7. Content area presentations at district level	5		
8. Conference workshop presenter (local, state, national)	5		
9. Participant in state or national level stakeholders group	5		
10. Professional Exhibitions/Performances	5		
11. Coordinator of Youth Exhibitions/Performances	5		
12. Local, regional, state school improvement committee	5		

*Section D worksheet continued on next page ►*

**MAINE HOUSSE RUBRIC #3 WORKSHEET**

**K-12 Content Areas Including Alternative Education, ESL, Bilingual, Foreign Language, and Visual and Performing Arts**

NAME: \_\_\_\_\_

<b>SECTION D (continued)</b>			
<b>Service to the Content Area (must be content specific to endorsement)</b>	<b>Point Credit</b>	<b>Description of Service to the Content Area and Presentations (attach documentation)</b>	<b>Points Accrued</b>
13. Statewide Coalition	5		
14. State or national grant writer, recipient or reviewer	5		
15. Webmaster, writer, editor or reviewer of a professional publication or textbooks	5		
16. Community service to the content	5		
17. Maine Learning Technology Initiative content trainer; local, regional, statewide	5		
18. Academic competition judge	5		
19. . After school program teacher/tutor	5		
20. Academic coaching, advising and/or enrichment	5		
21. Foreign language translation (outside of school requirements)	5		
22. Service on councils/governance boards	5		
23. Member Praxis II standard writing panel	5		
<b>TOTAL POINTS FOR D:</b>			

### MAINE HOUSSE RUBRIC #3 WORKSHEET

#### K-12 Content Areas Including Alternative Education, ESL, Bilingual, Foreign Language, and Visual and Performing Arts

NAME: \_\_\_\_\_

SECTION E			
Awards, Recognition and Scholarship in the Content Area	Point Credit	Description of Awards and Scholarship in the Content Area (attach documentation)	Points Accrued
1. <b>Teacher Awards:</b> District, state or professional association <i>Teacher of the Year</i> award (or finalist)	10		
2. <b>National Recognition:</b> <i>Presidential Award Winner for Excellence in Mathematics or Science; Milken Distinguished Educator Award Winner; Christa McAuliffe Fellowship; Disney Teacher of the Year, Fulbright</i> , or other (or finalist)	10		
3. Advanced degree (education related)	10		
4. Juried publication in regional, state or national journal	10		
5. DOE Distinguished Educator	10		
		<b>TOTAL POINTS FOR E:</b>	

POINT SUMMARY FOR RUBRIC #3	
Enter total points from each section	
SECTION A:	
SECTION B:	
SECTION C:	
SECTION D:	
SECTION E:	
<b>RUBRIC #3 TOTAL</b>	



## **THE MAINE HOUSSE STANDARD CONTENT KNOWLEDGE RUBRIC**

- 1. Is there a point limit on content area college coursework? Is there a time limit on when coursework was completed?**

No. There is no maximum number of points for this column, and there is no time limitation on when coursework was completed.

- 2. Does a middle school or special education teacher who teaches two or more content areas need to accrue one hundred points in each area?**

Yes. A teacher with multiple content area teaching assignments must satisfy the definition of a “highly qualified” teacher for each content area.

- 3. Could special education courses taken over 20 years ago count on the Maine HOUSSE Standard Rubric?**

Yes. This is true for all veteran teachers, not only special education teachers. The coursework must be content based. Pedagogy courses with a content base would accrue points on the HOUSSE.

## Questions and Answers



4. **If a teacher accrues less than one hundred points on the Maine HOUSSE Rubric in one district and then transfers to a new school district, is the second district permitted to exercise independent judgment with regard to the number of points the teacher accrues on the Maine HOUSSE Standard?**

Yes. Each district has the right to make this determination in relation to the teaching assignment the teacher fulfills in that district. However, once a teacher has satisfied the definition of “highly qualified” for a content area and grade level, that designation stands. If a teacher transfers to a new district in Maine, the new district must accept the teacher as “highly qualified” in accordance with the determination made at the time the teacher fulfilled the requirement. Remember, The HOUSSE is a state-specific standard. There is no guarantee that another state will accept a Maine HOUSSE as assurance of “highly qualified” status.

5. **When and how often must I complete these forms?**

Teachers of core academic subjects must complete the appropriate Maine *“Highly Qualified” Identification Form* AND the *“Highly Qualified” Statement of Assurance Form* once for each core content area teaching assignment. Teachers who do not accrue 100 points on the HOUSSE must update the HOUSSE rubric and action plan annually until the 100-point total is achieved. Teachers may need to complete additional forms if they have a change in their teaching certification or teaching assignment(s).

## Questions and Answers



6. **Who will make the determination if there is a question as to whether a specific item will count toward the 100 points on the Maine HOUSSE Standard Rubric?**

The rubric (system) is designed for the teacher to self-report, but if there is a question about whether a specific professional development activity would meet the requirement or not, it should be resolved with the district's designated "HQT" official. In some situations, this is the building Principal, in others, it may be the Support Team Chair.

7. **Will an elementary teacher who opts to complete the HOUSSE content rubric to document "highly qualified" competency need to show 100 points for each core content area he or she teaches?**

No. Elementary teachers need 100 points on one rubric across the four elementary content areas: reading/language art, mathematics, science, and social studies. You must provide evidence of content knowledge in each of these subjects for a combined total of 100 points.

8. **What years of experience may I count in the HOUSSE?**

Count each year you have taught the subject for which "highly qualified" teacher status is being sought regardless of whether the experience was in a different school or school district. For example, if you taught 4<sup>th</sup> grade for three years in New Hampshire and 3<sup>rd</sup> grade for two years in Maine, this totals five years elementary teaching experience. If you taught five years English/Language Arts in middle school and ten years middle school Social Studies, this does not count for fifteen years middle school experience. It counts as five years in one content area and ten years in a second content area.

## Questions and Answers



9. **How will I document the HOUSSE option to show that I am “highly qualified” in the core subject area(s) that I teach?**

Worksheets are attached to the HOUSSE rubric. You will also need to describe the evidence that you are presenting and attach relevant documentation.

10. **What happens once the forms have been completed?**

Gather all completed forms and documentation and review them with your building principal or school district designated "HQT" official. Complete the Statement of Assurance form jointly with this official. You must maintain a personal copy of all forms and Statements of Assurance. A second copy will be kept at the school building or district level.

11. **If I hold a Master’s Degree in Education (MEd.) with no specific academic major, how is this recognized in the HOUSSE rubric? Also, if I teach 3<sup>rd</sup> grade and have a Master’s Degree in literacy, how/where is this recognized.**

You would receive 10 points under Column E. “Advanced Degree - Education Related” for either or both.

12. **Which HOUSSE should an elementary reading specialist use?**

If the reading specialist has a Master’s Degree in Literacy, and that is his/her assignment, then he/she is “automatically” “highly qualified” and does not need to do HOUSSE. However, if the reading specialist does not have a Master’s Degree, he/she would need to use the Elementary HOUSSE and demonstrate competency in reading/language arts ONLY, not the other elementary core curricula.

## Questions and Answers



- 13. How many course hours does an elementary teacher need in reading/language arts, mathematics, science, and social studies for the elementary HOUSSE?**

Elementary teachers must provide evidence of content knowledge in EACH of these four core areas. There is no minimum requirement, but each must be represented.

- 14. If I serve as a mentor to five teachers throughout the year, would this count as five experiences?**

If all five mentoring experiences were in the same content area, this would count as one experience. However, if the mentoring were in two or more content areas then *each* would count as one experience.

- 15. What is the difference between “Mentor Teacher” in Column D of the rubric and “Work with mentor/support team” in Column C?**

Column D refers to serving as a mentor to a beginning teacher or to someone transitioning to a new content. Column C refers to being the “mentee,” i.e., the person *receiving* content support/mentoring.

- 16. If I have served as Chair of the English Department for five years, do I get 5 points per year of service (5 x 5=25 points)?**

This represents one service for which you would receive 5 points. However, if you serve as Chair of the English Department AND Chair of the Foreign Language Department, you would receive 5 points for each of these services.

## Questions and Answers



**17. Who decides whether particular courses apply towards the coursework required in the content area taught by the teacher?**

The teacher provides the evidence: course titles, descriptions, and documentation to support that the course work is appropriate to the content he/she is teaching. The teacher signs a *Statement of Assurance* form verifying that this information is accurate and correct. The local “HQT” official signs off on this. The State does not analyze transcripts for purposes of *NCLB* "highly qualified" teacher designation.

**18. If I teach math and science, may I count a math/science seminar twice?**

Yes. You may apply this as evidence for "highly qualified" status in math and for "highly qualified" status in science, if you are teaching both math and science.

**19. May I choose the content area in which I wish to be "highly qualified"?**

No. You must achieve "highly qualified" status for each content area you are currently ASSIGNED to teach.